

Training Policies

Pre-Register

Participants must pre-register with payment and registration form. We accept credit cards, checks, or money orders as accepted methods of payment. There is a \$25.00 fee for returned checks. Make checks payable to **MCDHHS**. Allow at least 5 business days for your registration to arrive by mail. Participants will receive a confirmation via mail after receipt of payment. ***Space is limited. Walk-ins are not accepted the day of the training.***

Arrive 15 Minutes Early

Training sessions begin promptly; ***plan to arrive at least 15 minutes EARLY for the training.*** Once the registration/sign in table has been closed you will not be able to join the class and it will be considered a missed class. Refunds are not issued for a missed class. **A certificate will only be given for attending the entire training session/series** (ex: If you leave early, you ***will not*** receive a certificate for the training; if you miss any part of a multi part course, you ***will not*** receive a certificate.).

Training Format

Training sessions are developed to support the Maryland Child Care Credential, and are recognized and approved as continued training by the Maryland State Department of Education - Office of Child Care (OCC). Participants should be aware that written pre and post assessments are given at all training sessions. Successful completion of course materials is considered as a score of 75% or better on the post assessment and will reflect a Core of Knowledge certificate. A score of 74% or less on the post assessment will reflect a Continued Training Certificate. Both are recognized by OCC, however only the Core of Knowledge certificate will count towards the Maryland Credential.

Accommodations

Sign language interpreter services or other accommodations will be provided only upon request with notice as far in advance as possible but no less than 72 hours prior to the event. If you need other services or aids to participate in this activity, please call **240-777-3203** (voice) or **301-279-1810** (TTY). Taking these steps will help us have sufficient time to best meet your needs.

Participants Only

Training is designed for **REGISTERED ADULTS** only. Please make other arrangements for your children, so they will be safe and happy while you attend the training.

Cancellation Information

There are no refunds for missed or cancelled classes. Any cancellations made at least 24 hours before the training will be credited towards future training. Missed classes will not be credited (***including late arrivals or leaving early***). Training is cancelled if Montgomery County Public Schools are closed due to inclement weather, low enrollment or other administrative reasons. To find out if training is cancelled due to inclement weather, call **240-777-3203**. In the event MCCCRRRC cancels a class due to inclement weather, low enrollment or other administrative decisions we will make every attempt to reschedule or substitute the class. If the class cannot be rescheduled or a substitution cannot be arranged you will receive a full refund.

NEW

Training Certificate Replacement Fee

Effective January 1, 2006, there will be a certificate replacement fee of \$5.00 per certificate. If you cannot find your certificate and need a replacement, we will process one and mail it to you upon receipt of your payment. You may use the registration form to request a certificate.

Transcript Fee

Effective January 1, 2006, there will be a fee of \$5.00 for transcripts. For example, if you need a copy of all the classes you participated in for credential or tax purposes, this printout will cost \$5.00. You may use the registration form to request a transcript.

Montgomery County Child Care Resource & Referral Center

*Supporting Child Care
Providers in Montgomery
County since 1998!*

Fall 2006 Training Season



October-December
2006

Located at the
Children's Resource Center
MSDE Approved
#CKO-30831

We have a new number!!!
Main: 240-777-3110
Training: 240-777-3203
LOCATE: 240-777-3130



The Montgomery County Child Care Resource & Referral Center
332 W. Edmonston Drive
Rockville, MD 20852
Main Tel: 240-777-3110 → New Number!!!
Training: 240-777-2303 → New Number!!!
Fax: 301-279-1812

Member agency of the Maryland Resource Network with funding provided by the Maryland State Department of Education



Classes in English

Professionalism

Maryland Child Care Credential Forum (Level 1)

Participants will learn about this voluntary state program recognizing child care provider's achievements which surpass licensing requirements. Participants will complete the application process this evening!!! Bring all copies of training certificates up to 5 years old.

Date: Tuesday, October 17
Time: 7:00-9:00 p.m. City: Rockville
Instructor: Maria Rosario Cost: FREE

Developing Contracts & Policies that Work for Family Child Care (Level 2)

Participants will have review the basic elements for developing a contract and policy handbook for family child care.

Date: Tuesday, October 24 City: Rockville
Time: 7:00-9:00 p.m.
Instructor: Judy Combs Cost: \$25.00

Curriculum

Observe, Engage & Learn Part 1: Personal & Social Development (Level 2)

Learning begins with caring connections between caregiver and child. This session will focus on practical ways of nurturing early relationships as a way to help children develop the social competence and resiliency necessary for school readiness. **!!!Lunch will not be provided!!!**

Date: Saturday, October 14 City: Rockville
Time: 8:30 a.m-3:00 p.m.
Instructor: Louise Clark Cost: \$60.00

Observe, Engage & Learn Part 2: Language & Literacy Development (Level 2)

Strong language and literacy skills are essential for children's success in school. Participants will learn researched based strategies to support children's literacy skills. **!!!Lunch will not be provided!!!**

Date: Saturday, November 11 City: Rockville
Time: 8:30 a.m-3:00 p.m.
Instructor: Louise Clark Cost: \$60.00

Health, Safety & Nutrition

Emergency Response Planning for Child Care Providers (Level 1) ** APC Grant Funded

Develop an emergency plan that reflects the needs of your program. In addition, participants will learn valuable information for helping children cope with stress and loss in times of disaster. **!!Please note this is a 2-night session!!!**

Date: Tuesday, October 3 & 17 City: Rockville
Time: 6:30-9:30 p.m./7:00-9:00 p.m.
Instructor: Patricia Oholeguy Cost: \$15.00

Understanding the Effects of Second Hand Smoke (Level 1)

Participants will learn the facts about the impact secondhand smoke exposure has on children's health, particularly children with asthma and hear effective strategies for communicating to parents about the health risks of secondhand smoke exposure and its impact on children's health.

Date: Tuesday, October 10 City: Rockville
Time: 7:00-9:00 p.m.
Instructor: Twanna Campbell Cost: \$25.00

Asthma & Allergies for Child Care Providers (Level 1)

Learn the causes for asthma and allergies in young children, as well as strategies to help manage symptoms in child care settings.

Date: Saturday, October 21 City: Rockville
Time: 9:00 a.m.-12:00 p.m.
Instructor: A&A Foundation Cost: \$35.00

Lead Poisoning and Prevention in Child Care Settings (Level 1)

The purpose of this two-hour training is to educate child care providers about the dangers of childhood lead poisoning.

Date: Tuesday, December 12 City: Rockville
Time: 7:00-9:00 p.m.
Instructor: Myrja Paul Cost: \$25.00

Questions/Preguntas
Call 240-777-3203

Clases en Espanol

Profesionalismo

Foro Sobre la Credencial de Maryland (Nivel 1)

Los participantes en esta sesión aprenderán sobre este programa voluntario del estado que reconoce los logros de proveedores de cuidado de niño que superan los requisitos de la licencia. ¡Los participantes terminaran la aplicación esta noche!!! Traigan todas las copias de sus certificados de entrenamientos de los últimos 5 años.

Fecha: Martes, Noviembre 14
Hora: 7:00-9:00 p.m. Ciudad: Rockville
Profesora: Maria Rosario Costo: GRATIS

Currículo

Actividades de Matemáticas Para Preescolares (Nivel 1)

Los participantes en esta sesión aprenderán actividades divertidas para enseñar matemáticas a los niños preescolares.

Fecha: Sábado, Noviembre 11
Hora: 9:00 a.m.-12:00 p.m. Ciudad: Rockville
Profesora: Silvia Miranda Costo: \$35.00

Saludm Y Seguridad

Asma y Alergias Para Proveedores (Nivel 1)

Durante esta sesión, un profesional de salud entrenado enseña a proveedores cómo reconocer los síntomas de asma y alergias, cómo instituir control del medio ambiente y medidas preventivas, y las herramientas para manejar estas enfermedades.

Fecha: Sábado, Octubre 21
Hora: 9:00 a.m.-12:00 p.m. Ciudad: Rockville
Profesora: A&A Foundation Costo: \$35.00

Planificando Una Respuesta En Caso De Emergenicas Para Proveedores de Cuidado Infantil (Nivel 1) ** APC Grant Funded

Aprender las herramientas necesitadas para desarrollar un plan de emergencia que refleja las necesidades de su programa. ¡¡¡Esta sesion se ofrece en 2 noches!!!

Fecha: Jueves, Noviembre 9 y 16
Hora: 6:30-9:30 p.m./7:00-9:00 p.m.
Ciudad: Rockville
Profesora: Silvia Miranda Costo: \$15.00

Registration Form

Name/Nombre

Address/Dirección

Phone/Teléfono

E-mail/Correo Electrónico

Tell us about yourself:

- ☐ Family Child Care/Proveedora en el Hogar
☐ Center Staff/Proveedora de Guardería
☐ Trainer/Entrenador
☐ Other/Otro

Your first language: _____

Su lengua materna: _____

Workshop/Taller	Price/Precio
<input type="checkbox"/> Certificate Replacement	\$5.00
<input type="checkbox"/> Transcript Fee	\$5.00
<input type="checkbox"/> Library Usage Card	\$15.00
Total:	

Payment/Pago

- ☐ Check/Money Order (payable to **MCDHHS**)
☐ Master Card/Visa
☐ Cash

Credit Card Number

Exp. Date

Signature

Mail registration with
payment to:
MCCCRRC
Attn: Training Department
332 W. Edmonston Drive
Rockville, MD 20852